

Planning and Research Committee
Faculty of Humanities and Social Sciences
Minutes of Meeting
October 19, 2023, 9:30 a.m.
Room AA-5014 (and via Microsoft Teams)

A meeting of the Faculty of Humanities and Social Sciences Planning and Research Committee was held Thursday, October 19, 2023, 9:30 a.m. N. Welch chaired the meeting, and the following committee members were in attendance:

Desiree Cornect, MUNSU	J. Goudie, Comm. Advisor
V. Forbes, Archaeology	K. Totten, Folklore
J. Geck, English	N. Welch, Linguistics

Regrets: M. Burchell, ADR, M. Milner, GFO
Absent: G. Kundhi, Economics

Guest: Heather O'Brien, GFO

For the benefit of new committee member, D. Cornect, MUNSU representative, introductions were made around the table prior to start of the meeting.

1. Approval of the Agenda
The agenda was approved as presented. (Moved/Second: V. Forbes/J. Geck). Carried.
2. Approval of Meeting Minutes September 21, 2023
Quorum is not met at this point of the meeting. This item is deferred to November.
(Post meeting note: an additional committee member joined the meeting late, however, this agenda item was not re-visited.)
3. ADR Update
In M. Burchell's absence, Heather O'Brien presented an "Annual Research Grant Deadlines" Calendar for committee review. This particular calendar is for Faculty members (not students). This is to assist applicants to meet formal grant application deadlines. It is intended that there will be a calendar developed for Summer, Spring, Fall, and Winter. The calendar will be distributed to faculty members electronically and posted to the research support services website once completed. Several members provided comments and ideas for improvement.

In response to a query on internal deadlines for student grants at ISER, H. O'Brien offered to contact Sharon Roseman at ISER to identify the concern raised. ISER may be able to update their website to clarify and more clearly identify the internal deadlines for students.
4. Research Tools/Software & Hardware
On behalf of M. Burchell, N. Welch stated this committee began using MS Teams on a trial basis, and it is now time to review its functioning for this committee. Each committee member provided their input and after discussion, it was decided to return to Webex for virtual attendance. (Moved/Second: K. Totten/V. Forbes) Carried

Document management and storage options for this committee were also discussed, including Brightspace and MUN's document storage website (docs.mun.ca). After discussion and feedback, it was decided this committee would use MUN's document storage website (docs.mun.ca). (Moved/Second: V. Forbes/K. Totten) Carried

The Recording Secretary will request the document storage site to be set up for this committee. The Recording Secretary will maintain the membership list to the site and allow access for each committee member. All Planning and Research Committee documents will be placed there. This storage system will be used on a trial basis and reviewed at a later date to determine if this functions well for the committee and its members.

Committee Chair requested this agenda item remain on the agenda for next meeting, as there are other areas to discuss.

5. HSS Best Practices for Funding Graduate Students

Heather O'Brien presented a draft document for committee review and feedback: "Best Practices for ASMs in Funding and Employing Graduate Students". This is being prepared for HSS as there currently appears to be conflicting information from SGS vs. HSS vs. Departments. Several members provided comments and feedback. Heather will bring back the suggestions and comments for a finalized document to be issued to ASM's in HSS. It was noted by Heather this is just the principles. There will be another document with guidelines for funding graduate students.

The Chair indicated he would like further discussion and clarification from ADR on some points in the document.

It was suggested that HSS should work with SGS to prepare and issue a calendar for students of deadlines for applications for funding.

It was noted that most funding is only available to Canadian students. We need to publicize better what is available for International Students and maybe dedicate resources to help International Students. If anyone is interested in setting up a subcommittee on this issue, N. Welch and V. Forbes, volunteered to assist.

6. Other Business

-No other business

Meeting adjourned at 10:30 a.m.

Next meeting scheduled: November 16, 2023; 9:30 a.m.